



Schedule

U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Price List

CONTRACTOR:

INTEGRATED MANAGEMENT RESOURCES GROUP, INC.

4640 FORBES BLVD STE 200
LANHAM, MD 207064394
Contract Number: GS23F0153N

Schedule Title : **Financial and Business Solutions (FABS)**
Product Service Code : **R704**
DUNS# : **108353587**
Contract Period : **February 14, 2003 - February 13, 2018**
Business Size : **Other than Small Business**

Contract Administrator : **ELIZABETH HARRIS**
Phone Number : **301-306-0502**
Fax Number : **301-306-0503**
Web Site : <http://www.imrg2000.com>

Online access to contract ordering information, terms and conditions, up-to-date pricing,
and the option to create an electronic delivery order are available through
GSA Advantage!, a menu-driven database system.
<http://www.GSAAdvantage.gov>

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CONTRACTOR:
INTEGRATED MANAGEMENT RESOURCES GROUP, INC.
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Schedule Title : **Financial and Business Solutions (FABS)**
Product Service Code : **R704**
DUNS# : **108353587**
Contract Period : **February 14, 2003 - February 13, 2018**
Business Size : **Other than Small Business**

Awarded service information listed by Special Item Numbers (SINS):

SIN:520 11 - Accounting

Professional Services

Accountant Technician

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Functional Responsibility Summary: Devises and installs special accounting systems and related procedures by performing the following duties. Essential Duties and Responsibilities: Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Sets up classification of accounts and organizes accounting procedures and computer hardware and software systems. Devises forms and prepares manuals required to guide activities of bookkeeping and clerical personnel who post data and maintain databases. Adapts conventional accounting and record-keeping functions to computerized accounting processes. Assists in budgeting and cost management. Evaluates performance and supervises cost management. Works with management in strategic planning and new product development. Other duties may be assigned. Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups to managers, clients, customers, and the general public. Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Computer Skills: To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Spreadsheet software and Word Processing software.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$35.2200

Clerk

Provides business office clerical assistance by performing the following duties. Writes, types, or enters information into computer to prepare correspondence, bills statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Counts, weighs, or measures material. Sorts and files records. Receives money from customers and deposits money in bank. Addresses envelopes or packages. Stuffs envelopes by hand or with envelope stuffing machine. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Photocopies documents.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$30.6000

Data Entry Clerk

Coordinates the work flow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing; performs related clerical duties.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$24.4200

Functional Expert

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Language Skills: Ability to read, analyze, and interpret general business periodicals, journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Computer Skills: Individual should have knowledge of Accounting software; Database software; Spreadsheet software and Word Processing software. Functional Responsibility: Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system by performing the following duties. Essential Duties and Responsibilities include the following: Other duties may be assigned. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements such as forms of data input, how data is to be summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system. Studies existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required. Prepares workflow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system. Conducts studies pertaining to development of new information systems to meet current and projected needs. Plans and prepares technical reports, memoranda and instructional manuals as documentation of program development. Upgrades system and corrects errors to maintain system after implementation. Assists Computer Programmer in resolution of work problems related to flow charts, project specifications, or programming. Prepares time and cost estimates for completing projects. Directs and coordinates work of others to develop, test, install, and modify programs.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$88.1000

Junior Accountant

Maintains records of routine accounting transactions. Assists in preparation of financial and operating reports including trial balances, adjustments and closing entries. May assist in analysis and interpretation of accounting records for use by management.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$69.9700

Junior Auditor

Performs variety of tasks related to the auditing of plan assets. Performs a variety of tasks related to the reconstruction of data where plan records are missing or incomplete. Prepares detailed audit reports that include documented findings and conclusions for the following: Plan Asset Audit, Plan Document Audit, Source Document Audit, Participant Data Audit.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$40.6800

Junior Financial Consultant

Responsible for conducting competitive financial projects and statistical studies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$64.5300

Payroll Specialist

Computes and disburses wages and salaries, deductions, taxes and other withholdings. Posts payroll data and prepares routine reports and/or payments to government agencies, insurance companies and others. Calculates and processes special checks, reviews, edits and makes corrections and adjustments as needed.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$64.5300

Project Manager

Plans, directs and coordinates the acquisition and development of new business to an operational account stage for opportunities valued at more than one million dollars. Initiates, supports and participates in negotiations with prospective customer. Analyzes current situation and develops business plans, sales and strategy and targeted customer audience to achieve acceptance of new business opportunity. Determines customer requirements and translates these requirements into operational plans. Determines, monitors and reviews costs, operational budgets and schedules and staffing requirements for project team. Analyzes effects of project upon various operating and support areas, such as information processing/data centers, assembly and manufacturing, to determine the most practical and cost effective method to obtain the required resources. Provides guidance to project team and management in directing development of new applications and formulating contingency plans in areas such as schedule revisions, manpower adjustments, fund allocations, and work requirements. Provides guidance in strategic systems planning to project team and/or customer's team. May be responsible for preparing incoming management for transition from implementation to business operating stage.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$129.9800

Senior Accountant

Established, interprets and analyzes complex accounting records of financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$68.2700

Senior Auditor

Working knowledge of ADP applications, including spreadsheets and word processing. Demonstrate ability to communicate effectively with all levels of personnel both orally and in writing, and demonstrate an understanding of the importance of excellent Customer Service. Functional Responsibility Summary: Examines and analyzes accounting records to determine financial status of organization and prepares financial reports concerning operating procedures by performing the following duties. Essential Duties and Responsibilities include the following: Performs a variety of tasks related to the auditing of pension plan assets. Performs a variety of tasks related to the reconstruction of data where pension plan records are missing or incomplete. Prepares detailed audit reports that include documented findings and conclusions for Plan Asset, Plan Document, Source Document and Participant Data Audits. Conducts in-house operations reviews in accordance with quality review plan to ensure compliance with laws, policies and procedures. Determine population of pension plan participants at date of plan termination; builds participant database from source records using data elements as provided by client. Reviews computer-generated reports to determine if accepted accounting procedure was followed in recording transactions. Prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds. Establishes guidelines for discovering and preventing fraud. Establishes and maintains client relationships. Travel to location of participant files to secure records needed for benefit administration. Perform record retrieval functions, pulling and sorting through documents. Other duties may be assigned.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$66.0600

Senior Financial Consultant

Analyzes complex financial data and compiles reports. Provides recommendations to management for establishing and achieving profit objectives. Assesses alternatives and overall financial performance to suggest appropriate course of action. May train or mentor junior staff.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$143.3900

Senior Manager

Travel may be required. Must have good database management/development and PC skills. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within pre frame and funding parameters by performing the following duties personally or through subordinate supervisors: Other duties may be assigned. Reviews projects proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and all available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment for project personnel. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Coordinates project activities with activities of government regulatory or other governmental agencies. Develop and provide employee development and performance evaluations. Supervisory Responsibilities: Overall direction, coordination, and evaluation of these units in accordance with policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraise performance; rewarding and disciplining employees; addressing complaints and resolving problems. Qualifications: Individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to prepare report, business correspondence, and procedure manuals, and to effectively present information and respond to questions from groups or managers, customers, and the general public. Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Reasoning Ability: Ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret variety of instructions furnished in written, oral, diagram or schedule form. Computer Skills: To perform this job successfully, an individual should knowledge of Accounting software; Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$85.4100

Staff Accountant

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties. Essential duties and Responsibilities include the following: Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Distributes expenditures, encumbrances, receipts, and receivable according to schedules. Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings. Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers. Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement. Determines proper handling of financial transactions and approves transactions within designated limits. Monitors compliance with generally accepted accounting principles and company procedures. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports. Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures. Devises and implements system for general accounting. Makes recommendations regarding the accounting reserves, assets, and expenditures. Conducts studies and submits recommendations for improving the organization's accounting operation. Collects appropriate data and prepares federal, state and local reports and tax returns. Other duties may be assigned.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$61.2200

SIN:520 13 - Complementary Financial Management Services

Accountant Technician

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Functional Responsibility Summary: Devises and installs special accounting systems and related procedures by performing the following duties. Essential Duties and Responsibilities: Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Sets up classification of accounts and organizes accounting procedures and computer hardware and software systems. Devises forms and prepares manuals required to guide activities of bookkeeping and clerical personnel who post data and maintain databases. Adapts conventional accounting and record-keeping functions to computerized accounting processes. Assists in budgeting and cost management. Evaluates performance and supervises cost management. Works with management in strategic planning and new product development. Other duties may be assigned. Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups to managers, clients, customers, and the general public. Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Computer Skills: To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Spreadsheet software and Word Processing software.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$35.2200

Clerk

Provides business office clerical assistance by performing the following duties. Writes, types, or enters information into computer to prepare correspondence, bills statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Counts, weighs, or measures material. Sorts and files records. Receives money from customers and deposits money in bank. Addresses envelopes or packages. Stuffs envelopes by hand or with envelope stuffing machine. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Photocopies documents.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$30.6000

Data Entry Clerk

Coordinates the work flow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing; performs related clerical duties.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$24.4200

Functional Expert

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Language Skills: Ability to read, analyze, and interpret general business periodicals, journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effec-

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Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$88.1000

Junior Accountant

Maintains records of routine accounting transactions. Assists in preparation of financial and operating reports including trial balances, adjustments and closing entries. May assist in analysis and interpretation of accounting records for use by management.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$69.9700

Junior Auditor

Performs variety of tasks related to the auditing of plan assets. Performs a variety of tasks related to the reconstruction of data where plan records are missing or incomplete. Prepares detailed audit reports that include documented findings and conclusions for the following: Plan Asset Audit, Plan Document Audit, Source Document Audit, Participant Data Audit.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$40.6800

Junior Financial Consultant

Responsible for conducting competitive financial projects and statistical studies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$64.5300

Payroll Specialist

Computes and disburses wages and salaries, deductions, taxes and other withholdings. Posts payroll data and prepares routine reports and/or payments to government agencies, insurance companies and others. Calculates and processes special checks, reviews, edits and makes corrections and adjustments as needed.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$64.5300

Project Manager

Plans, directs and coordinates the acquisition and development of new business to an operational account stage for opportunities valued at more than one million dollars. Initiates, supports and participates in negotiations with prospective customer. Analyzes current situation and develops business plans, sales and strategy and targeted customer audience to achieve acceptance of new business opportunity. Determines customer requirements and translates these requirements into operational plans. Determines, monitors and reviews costs, operational budgets and schedules and staffing requirements for project team. Analyzes effects of project upon various operating and support areas, such as information processing/data centers, assembly and manufacturing, to determine the most practical and cost effective method to obtain the required resources. Provides guidance to project team and management in directing development of new applications and formulating contingency plans in areas such as schedule revisions, manpower adjustments, fund allocations, and work requirements. Provides guidance in strategic systems planning to project team and/or customer's team. May be responsible for preparing incoming management for transition from implementation to business operating stage.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$129.9800

Senior Accountant

Established, interprets and analyzes complex accounting records of financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$68.2700

Senior Auditor

Working knowledge of ADP applications, including spreadsheets and word processing. Demonstrate ability to communicate effectively with all levels of personnel both orally and in writing, and demonstrate an understanding of the importance of excellent Customer Service. Functional Responsibility Summary: Examines and analyzes accounting records to determine financial status of organization and prepares financial reports concerning operating procedures by performing the following duties. Essential Duties and Responsibilities include the following: Performs a variety of tasks related to the auditing of pension plan assets. Performs a variety of tasks related to the reconstruction of data where pension plan records are missing or incomplete. Prepares detailed audit reports that include documented findings and conclusions for Plan Asset, Plan Document, Source Document and Participant Data Audits. Conducts in-house operations reviews in accordance with quality review plan to ensure compliance with laws, policies and procedures. Determine population of pension plan participants at date of plan termination; builds participant database from source records using data elements as provided by client. Reviews computer-generated reports to determine if accepted accounting procedure was followed in recording transactions. Prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds. Establishes guidelines for discovering and preventing fraud. Establishes and maintains client relationships. Travel to location of participant files to secure records needed for benefit administration. Perform record retrieval functions, pulling and sorting through documents. Other duties may be assigned.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$66.0600

Senior Financial Consultant

Analyzes complex financial data and compiles reports. Provides recommendations to management for establishing and achieving profit objectives. Assesses alternatives and overall financial performance to suggest appropriate course of action. May train or mentor junior staff.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$143.3900

Senior Manager

Travel may be required. Must have good database management/development and PC skills. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within pre frame and funding parameters by performing the following duties personally or through subordinate supervisors: Other duties may be assigned. Reviews projects proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and all available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment for project personnel. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Coordinates project activities with activities of government regulatory or other governmental agencies. Develop and provide employee development and performance evaluations. Supervisory Responsibilities: Overall direction, coordination, and evaluation of these units in accordance with policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraise performance; rewarding and disciplining employees; addressing complaints and resolving problems. Qualifications: Individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to prepare report, business correspondence, and procedure manuals, and to effectively present information and respond to questions from groups or managers, customers, and the general public. Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Reasoning Ability: Ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret variety of instructions furnished in written, oral, diagram or schedule form. Computer Skills: To perform this job successfully, an individual should knowledge of Accounting software; Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$85.4100

Staff Accountant

Applies principles of accepting to analyze financial information and prepare financial reports by performing the following duties. Essential duties and Responsibilities include the following: Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Distributes expenditures, encumbrances, receipts, and receivable according to schedules. Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings. Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers. Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement. Determines proper handling of financial transactions and approves transactions within designated limits. Monitors compliance with generally accepted accounting principles and company procedures. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports. Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures. Devises and implements system for general accounting. Makes recommendations regarding the accounting reserves, assets, and expenditures. Conducts studies and submits recommendations for improving the organization's accepting operation. Collects appropriate data and prepares federal, state and local reports and tax returns. Other duties may be assigned.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$61.2200

SIN:520 9 - Recovery Audits

Accountant Technician

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Functional Responsibility Summary: Devises and installs special accounting systems and related procedures by performing the following duties. Essential Duties and Responsibilities: Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Sets up classification of accounts and organizes accounting procedures and computer hardware and software systems. Devises forms and prepares manuals required to guide activities of bookkeeping and clerical personnel who post data and maintain databases. Adapts conventional accounting and record-keeping functions to computerized accounting processes. Assists in budgeting and cost management. Evaluates performance and supervises cost management. Works with management in strategic planning and new product development. Other duties may be assigned. Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups to managers, clients, customers, and the general public. Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Computer Skills: To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Spreadsheet software and Word Processing software.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$35.2200

Clerk

Provides business office clerical assistance by performing the following duties. Writes, types, or enters information into computer to prepare correspondence, bills statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Counts, weighs, or measures material. Sorts and files records. Receives money from customers and deposits money in bank. Addresses envelopes or packages. Stuffs envelopes by hand or with envelope stuffing machine. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Photocopies documents.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$30.6000

Data Entry Clerk

Coordinates the work flow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing; performs related clerical duties.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$24.4200

Functional Expert

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Language Skills: Ability to read, analyze, and interpret general business periodicals, journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of in-

structions furnished in written, oral, diagram, or schedule form. Computer Skills: Individual should have knowledge of Accounting software; Database software; Spreadsheet software and Word Processing software. Functional Responsibility: Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system by performing the following duties. Essential Duties and Responsibilities include the following: Other duties may be assigned. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements such as forms of data input, how data is to be summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system. Studies existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required. Prepares workflow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system. Conducts studies pertaining to development of new information systems to meet current and projected needs. Plans and prepares technical reports, memoranda and instructional manuals as documentation of program development. Upgrades system and corrects errors to maintain system after implementation. Assists Computer Programmer in resolution of work problems related to flow charts, project specifications, or programming. Prepares time and cost estimates for completing projects. Directs and coordinates work of others to develop, test, install, and modify programs.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$88.1000

Junior Accountant

Maintains records of routine accounting transactions. Assists in preparation of financial and operating reports including trial balances, adjustments and closing entries. May assist in analysis and interpretation of accounting records for use by management.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$69.9700

Junior Auditor

Performs variety of tasks related to the auditing of plan assets. Performs a variety of tasks related to the reconstruction of data where plan records are missing or incomplete. Prepares detailed audit reports that include documented findings and conclusions for the following: Plan Asset Audit, Plan Document Audit, Source Document Audit, Participant Data Audit.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$40.6800

Junior Financial Consultant

Responsible for conducting competitive financial projects and statistical studies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$64.5300

Payroll Specialist

Computes and disburses wages and salaries, deductions, taxes and other withholdings. Posts payroll data and prepares routine reports and/or payments to government agencies, insurance companies and others. Calculates and processes special checks, reviews, edits and makes corrections and adjustments as needed.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$64.5300

Project Manager

Plans, directs and coordinates the acquisition and development of new business to an operational account stage for opportunities valued at more than one million dollars. Initiates, supports and participates in negotiations with prospective customer. Analyzes current situation and develops business plans, sales and strategy and targeted customer audience to achieve acceptance of new business opportunity. Determines customer requirements and translates these requirements into operational plans. Determines, monitors and reviews costs, operational budgets and schedules and staffing requirements for project team. Analyzes effects of project upon various operating and support areas, such as information processing/data centers, assembly and manufacturing, to determine the most practical and cost effective method to obtain the required resources. Provides guidance to project team and management in directing development of new applications and formulating contingency plans in areas such as schedule revisions, manpower adjustments, fund allocations, and work requirements. Provides guidance in strategic systems planning to project team and/or customer's team. May be responsible for preparing incoming management for transition from implementation to business operating stage.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$129.9800

Senior Accountant

Established, interprets and analyzes complex accounting records of financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$68.2700

Senior Auditor

Working knowledge of ADP applications, including spreadsheets and word processing. Demonstrate ability to communicate effectively with all levels of personnel both orally and in writing, and demonstrate an understanding of the importance of excellent Customer Service. Functional Responsibility Summary: Examines and analyzes accounting records to determine financial status of organization and prepares financial reports concerning operating procedures by performing the following duties. Essential Duties and Responsibilities include the following: Performs a variety of tasks related to the auditing of pension plan assets. Performs a variety of tasks related to the reconstruction of data where pension plan records are missing or incomplete. Prepares detailed audit reports that include documented findings and conclusions for Plan Asset, Plan Document, Source Document and Participant Data Audits. Conducts in-house operations reviews in accordance with quality review plan to ensure compliance with laws, policies and procedures. Determine population of pension plan participants at date of plan termination; builds participant database from source records using data elements as provided by client. Reviews computer-generated reports to determine if accepted accounting procedure was followed in recording transactions. Prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds. Establishes guidelines for discovering and preventing fraud. Establishes and maintains client relationships. Travel to location of participant files to secure records needed for benefit administration. Perform record retrieval functions, pulling and sorting through documents. Other duties may be assigned.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$66.0600

Senior Financial Consultant

Analyzes complex financial data and compiles reports. Provides recommendations to management for establishing and achieving profit objectives. Assesses alternatives and overall financial performance to suggest appropriate course of action. May train or mentor junior staff.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$143.3900

Senior Manager

Travel may be required. Must have good database management/development and PC skills. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within pre frame and funding parameters by performing the following duties personally or through subordinate supervisors: Other duties may be assigned. Reviews projects proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and all available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment for project personnel. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Coordinates project activities with activities of government regulatory or other governmental agencies. Develop and provide employee development and performance evaluations. Supervisory Responsibilities: Overall direction, coordination, and evaluation of these units in accordance with policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraise performance; rewarding and disciplining employees; addressing complaints and resolving problems. Qualifications: Individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to prepare report, business correspondence, and procedure manuals, and to effectively present information and respond to questions from groups or managers, customers, and the general public. Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Reasoning Ability: Ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret variety of instructions furnished in written, oral, diagram or schedule form. Computer Skills: To perform this job successfully, an individual should knowledge of Accounting software; Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$85.4100

Staff Accountant

Applies principles of accepting to analyze financial information and prepare financial reports by performing the following duties. Essential duties and Responsibilities include the following: Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Distributes expenditures, encumbrances, receipts, and receivable according to schedules. Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings. Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers. Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement. Determines proper handling of financial transactions and approves transactions within designated limits. Monitors compliance with generally accepted accounting principles and company procedures. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports. Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures. Devises and implements system for general accounting. Makes recommendations regarding the accounting reserves, assets, and expenditures. Conducts studies and submits recommendations for improving the organization's accepting operation. Collects appropriate data and prepares federal, state and local reports and tax returns. Other duties may be assigned.

Unit of Issue:	Per Hour
02/14/2017 – 02/13/2018:	\$61.2200

Terms and Conditions:

1. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s):

SIN	Description
520 11	Accounting
520 13	Complementary Financial Management Services
520 9	Recovery Audits

2. Maximum order per SIN:

SIN	Maximum Order
520 11	\$999,999.00
520 13	\$999,999.00
520 9	\$999,999.00

3. Minimum order:

\$300.00

4. Geographic Coverage:

50 St,DC,Terri.

5. Point(s) of production (city, county, and State or foreign country):

Lanham,MD

6. Quantity Discounts:

7. Prompt payment terms:

0%-0 0%-0 NET 30

8. Government purchase cards accepted above the micro-purchase threshold:

Yes

9. Government purchase cards are accepted at or below the micro-purchase threshold:

Yes

10. Foreign Items:

None

11. Time of Delivery:

2 Days From date of award to date of completion (services only)

12. Expedited Delivery:

As agreed upon with the agency.

13. Overnight and 2-Day Delivery:

As agreed upon with the agency.

14. Urgent requirements:

In accordance with the "Urgent Requirements" clause of IMRG, Inc.'s contract, agencies can contact IMRG, Inc. to affect a faster delivery.

15. F.O.B. points:

Alaska : D - Destination
Continental US : D - Destination
Hawaii : D - Destination
Puerto Rico : D - Destination

16. Ordering Addresses:

1	IMRG, Inc. Myrna Cooks 4640 Forbes Boulevard Suite 200 Lanham, Maryland 20706 USA Ph:301-306-0502 Fax:866-723-1338 myrnacooks@imrg2000.com
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17. Ordering Procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

18. Payment Addresses:

1	IMRG, Inc. Myrna Cooks 703 Amer Drive Fort Washington, MD 20744 USA Ph:301-292-0247 Fax:866-723-1338 myrnacooks@imrg2000.com
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19. Warranty Provision:

IMRG, Inc. will meet the statement of work.

20. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):

Not applicable

21. Terms and conditions of repair parts:

Not applicable

22. Terms and conditions for any other services:

Not applicable

23. Terms and conditions of rental, maintenance, and repair:

None

24. Terms and conditions of installation:

Not applicable

25. List of service and distribution points:

Not applicable

26. List of participating dealers:

Not applicable

27. Preventative maintenance:

Not applicable

28. Special attributes such as environmental attributes:

Not applicable

29. Section 508 compliance information:

Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. Full details can be found at www.imrg2000.com. EIT standards can be found at www.Section508.gov.

30. Data Universal Number System (DUNS) number:

108353587